

## **Tokyo Tech Response to COVID-19, July 17 ver. Excerpt (updated October 2)**

Exit strategy establishing new standards for different stages of the COVID-19 pandemic

### **1. Basic Policy**

Tokyo Tech:

1. Ensures that all faculty, staff, and students understand they are expected to follow social norms that differ from what existed before the spread of COVID-19. Each individual should act in line with the new social norms to the extent possible.
2. Makes efforts to achieve outcomes required as an educational institute while prioritizing the health and safety of its students, faculty, and staff.
3. Aims to ensure that students complete their studies in the originally planned period, regardless of their study environment or financial circumstances.
4. Aims to ensure that research activities are performed while prioritizing the health and safety of students, faculty, staff, and those outside of Tokyo Tech, and the prevention of the spread of COVID-19.

### **2. Summary of Measures for Each Alert Level and Expected Transition Schedule**

Tokyo Tech sets seven alert levels so that it can adopt measures in a timely and appropriate manner in response to possible changes in the spread of COVID-19 in Japan and overseas.

The chart on page 2~4 summarizes the measures concerning education for each alert level and the necessary requirements to shift from one level to another, as well as the expected duration of each level.

(Note: For information on alert levels 4 to 2.5+, please refer to past publications.)

The alert level may be lowered (toward easing measures) or raised (toward tightening measures). We should be constantly well-prepared to shift to a tightening of measures.

- As shown in the chart, all Tokyo Tech members must ensure that they practice the “new social behavior,” maintain a safe environment in laboratories, etc., and closely self-monitor health conditions. We must bear in mind that even after we shift to Level 1, which is considered the “new normal”, and the impact of COVID-19 is sufficiently controlled, circumstances regarding education, research, and administration at the Tokyo Tech will not be the same as before the outbreak.
- Please note that the “expected time frame” in the chart is subject to change as it shows expected transition periods based on Tokyo Tech’s academic calendar, etc. The actual transition periods will be determined in consideration of the severity of the COVID-19 pandemic and other factors.

### **3. The “COVID-19 Contact-Confirming Application (COCOA)”**

We strongly recommend the use of this COVID-19 contact tracing app offered by the Ministry of Health, Labour and Welfare, so that we can cope with possible new infections immediately. The app sends notifications when we have been in close contact with persons who have tested positive for COVID-19.

Visit the following link for details on the COCOA app and how to install it.  
<https://www.mhlw.go.jp/content/10900000/000647649.pdf>

## Summary of Measures during Transition from Alert Level 2.5- to Level 1 (published July 17, updated October 2)

Items marked in grey are subject to change.

Tokyo Tech Alert Level	Level 2.5-	Level 2+	Level 2-	Level 1
Expected time frame	Until August 16	August 17 to September 8	September 9 to <b>late December</b>	From <b>early January 2021</b>
Requirements and conditions at each level	<ul style="list-style-type: none"> <li>● Observance of the “new lifestyle” guidelines issued by the Japanese government</li> <li>● Promotion of safety precautions at laboratories, lecture rooms, workplaces, etc. (e.g., physical distancing, ventilating rooms, handwashing, sanitization)</li> <li>● Management of on-campus work and attendance of faculty, staff, and students, and close monitoring of their health</li> <li>● Announcement encouraging use of COVID-19 Contact-Confirming Application (“COCOA”) offered by the Ministry of Health, Labour and Welfare</li> </ul>	<p>In addition to the Level 2.5- conditions, the following are included:</p> <ul style="list-style-type: none"> <li>● Sharing knowledge regarding an intended work and study environment that meets requirements specific to each research field. Individuals in the same field must also discuss implementation of health checks and good practices for infection control measures.</li> <li>● Recommendation to use COCOA, in addition to full support for individuals who are notified by the app of potential exposure</li> </ul>	<ul style="list-style-type: none"> <li>● Observance of the “new lifestyle” guidelines</li> <li>● Promotion of safety precautions at laboratories, lecture rooms, workplaces, etc. (e.g., physical distancing, ventilating rooms, handwashing, sanitization)</li> <li>● <b>Avoiding meals with others. In group or congregate settings, safety precautions, such as non-face-to-face seating, refraining from talking while eating, and maintaining an appropriate distance from others (2 meters when possible), must be taken.</b></li> <li>● Work and study environment that meets requirements specific to each research field, including implementation of health checks, thorough infection control measures, and cross-monitoring.</li> <li>● Keeping records of physical attendance on campus and other activities</li> <li>● Recommendation to use COCOA, in addition to full support for individuals who are notified by the app of potential exposure</li> </ul>	
Classes, etc.	<ul style="list-style-type: none"> <li>● All lectures are delivered online until the end of 2Q.</li> <li>● Courses that are planned to be delivered online during the summer period start on August 11.</li> </ul>	<ul style="list-style-type: none"> <li>● From August 19, certain classes (experiments, practical training, group work, etc.) are conducted face-to-face, under the condition that infection control measures are put in place, while other classes remain online.</li> </ul>	<ul style="list-style-type: none"> <li>● Until the start of 3Q, certain classes (experiments, practical training, group work, etc.) are conducted face-to-face, under the condition that infection control measures are put in place, while other classes remain online.</li> <li>● From 3Q onwards, classes are delivered online or face-to-face in a flexible manner to ensure physical distancing in lecture rooms, and to facilitate off-peak commuting to campuses. Students physically attend classes on campus, or virtually from lecture rooms or their own homes.</li> <li>● <b>Discussions, seminars, etc. attended by students affiliated with laboratories are conducted online. Literature searching, writing, organizing data, etc. should be done at home. When it is deemed educationally effective, seminars, etc. may be conducted face-to-face on campus.</b></li> </ul>	<ul style="list-style-type: none"> <li>● From 3Q onwards, classes are delivered online or face-to-face in a flexible manner, to ensure physical distancing in lecture rooms, and to facilitate off-peak commuting to campuses. Students physically attend classes on campus, or virtually from lecture rooms or their own homes.</li> <li>● Course timetables, instruction modes, etc. are planned in accordance with existing guidelines.</li> </ul>
Attendance on campus (students)	<ul style="list-style-type: none"> <li>● Students not affiliated with laboratories are prohibited from coming to campuses, in principle.</li> <li>● Students affiliated with laboratories come to campuses for up to two days per week on average to conduct essential on-campus research activities, etc., in accordance with the</li> </ul>	<ul style="list-style-type: none"> <li>● Students attend classes requiring physical presence (experiments, practical training, group work, etc.) on campus.</li> <li>● Students affiliated with laboratories come to campuses for up to three days per week on average to conduct essential on-campus research</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Students come to campuses to attend certain courses involving experiments, practical training, group work, etc., to take classes conducted face-to-face or to attend classes online from lecture rooms on campus (starting from 3Q onwards), and to visit on-campus</b></li> </ul>	<ul style="list-style-type: none"> <li>● Attending classes or meetings online is recommended in light of physical distancing and off-peak commuting, while no restrictions are set on coming to campuses.</li> <li>● In terms of incoming international students, conditions are the same as those at Level 2+.</li> </ul>

	<p>guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities.” Supervisors monitor the health of their students. Due consideration is given to students’ decisions when requesting on-campus attendance.</p> <p>Students are permitted to come to campuses for up to three days per week on average if their laboratories and workplaces meet the Level 2+ conditions.</p> <ul style="list-style-type: none"> <li>● Incoming international students are requested to suspend travel to Japan if they are from countries categorized as level 2 or higher by the Travel Advice and Warning on Infectious Diseases issued by the Ministry of Foreign Affairs of Japan.</li> </ul>	<p>activities, etc., in accordance with the guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities.” Supervisors monitor the health of their students. Due consideration is given to students’ decisions when requesting on-campus attendance.</p> <ul style="list-style-type: none"> <li>● Incoming international students may travel to Japan and come to campuses regardless of the level given by the Travel Advice and Warning on Infectious Diseases, as long as the Japanese government permits entry. However, they are required to self-isolate for 14 days before visiting campuses.</li> </ul>	<p>facilities.</p> <ul style="list-style-type: none"> <li>● Students affiliated with laboratories attend classes and conduct research activities by maintaining an attendance rate of approx. 80% on campus. A study environment that meets requirements specific to each research field must be ensured beforehand, including thorough infection control measures and cross-monitoring.</li> <li>● Students must take their temperature at home before coming to campuses. If it is clearly higher than the normal range, they are not permitted to come to campuses.</li> <li>● Students should keep a record of their temperature checks (e.g., by taking photos of the temperature displayed on the thermometer with a smartphone). There may be cases in which they are asked to present this record.</li> <li>● The guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities” are lifted.</li> <li>● In terms of incoming international students, conditions are the same as those at Level 2+.</li> </ul>	
<p>Attendance on campus (faculty, laboratory staff, researchers, etc.)</p>	<ul style="list-style-type: none"> <li>● Faculty, laboratory staff, and researchers who are healthy come to campuses for up to three days per week on average to perform essential on-campus work, in accordance with the guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities.” Due consideration is given to their decisions when requesting on-campus attendance. Faculty, laboratory staff, and researchers are permitted to come to campuses for up to four days per</li> </ul>	<ul style="list-style-type: none"> <li>● Faculty, laboratory staff, and researchers who are healthy come to campuses for up to four days per week on average to perform essential on-campus work, in accordance with the guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities.” Due consideration is given to their decisions when requesting on-campus attendance.</li> <li>● Academic supervisors’ presence on campus is required for safety reasons when students affiliated with</li> </ul>	<ul style="list-style-type: none"> <li>● Faculty, laboratory staff, and researchers work on site by maintaining an attendance rate of approx. 80% on campus. A work environment that meets requirements specific to each research field must be ensured beforehand, including implementation of health checks, thorough infection control measures, and cross-monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>● Tokyo Tech resumes normal operations after ensuring that the campus environment as a whole meets requirements at each level, and health checks and thorough infection control measures are implemented.</li> </ul>

	<p>week on average if their laboratories and workplaces meet the Level 2+ conditions.</p> <ul style="list-style-type: none"> <li>● Academic supervisors' presence on campus is required for safety reasons when students affiliated with laboratories conduct on-campus research activities, etc.</li> <li>● Faculty are permitted to come to campuses to deliver lectures online.</li> </ul>	<p>laboratories conduct on-campus research activities, etc.</p> <ul style="list-style-type: none"> <li>● Faculty are permitted to come to campuses to deliver lectures online.</li> </ul>	<ul style="list-style-type: none"> <li>● The guidelines on "Coming to Tokyo Tech for Work or Study for Research Activities" are lifted.</li> <li>● Regarding the entry of non-Japanese faculty members to Japan, Tokyo Tech follows government directives, regardless of whether or not they are employed by Tokyo Tech, or whether they are existing or newly hired Tokyo Tech members.</li> </ul>	
Visitors to Tokyo Tech campuses	<ul style="list-style-type: none"> <li>● The request to not visit campuses remains effective.</li> <li>● Acceptance of visitors for essential purposes is allowed for a maximum of three individuals visiting from the greater Tokyo area. Due consideration should be given to the circumstances of the parties visiting</li> <li>● Visitors must be asked to monitor their health.</li> <li>● A record of visitors must be prepared and retained.</li> <li>● Overseas visitors must not be accepted.</li> </ul>	<ul style="list-style-type: none"> <li>● Acceptance of visitors for essential purposes is allowed for up to ten or so individuals. Due consideration should be given to the circumstances of the parties visiting.</li> <li>● Visitors must be asked to monitor their health.</li> <li>● A record of visitors must be prepared and retained.</li> <li>● Acceptance of overseas visitors follows the Japanese government's directive.</li> </ul>	<ul style="list-style-type: none"> <li>● Acceptance of visitors for essential purposes is allowed except for particularly large numbers of individuals. Due consideration should be given to the circumstances of the parties visiting.</li> <li>● Visitors must be asked to monitor their health.</li> <li>● A record of visitors must be prepared and retained.</li> <li>● Acceptance of overseas visitors follows the Japanese government's directive.</li> </ul>	<ul style="list-style-type: none"> <li>● Visitors are accepted except for particularly large numbers of individuals.</li> <li>● A record of visitors must be prepared and retained.</li> <li>● Acceptance of overseas visitors is determined in accordance with the Japanese government's directive.</li> </ul>
Administrative operations	<ul style="list-style-type: none"> <li>● Attendance of administrative staff on campus is expected to be reduced by 40%.</li> <li>● Lending of Tokyo Tech facilities is suspended.</li> <li>● Special work arrangements as part of measures to prevent infection remain in place.</li> </ul>	<ul style="list-style-type: none"> <li>● Staff work on campus in principle.</li> <li>● However, special work arrangements as part of measures to prevent infection remain in place.</li> <li>● At the same time, deliberation is necessary on whether to introduce teleworking and other new work rules.</li> <li>● Lending of Tokyo Tech facilities remains suspended.</li> </ul>	<ul style="list-style-type: none"> <li>● Staff work on campus in principle.</li> <li>● However, special work arrangements as part of measures to prevent infection remain in place.</li> <li>● At the same time, deliberation is necessary on whether to introduce teleworking and other new work rules.</li> <li>● Lending of Tokyo Tech facilities resumes, but priority is given to use for lectures, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Full operations resume</li> <li>● Special work arrangements as part of measures to prevent infection are lifted.</li> <li>● A (new) teleworking program, etc. is introduced to increase work efficiency.</li> </ul>